

## SUSTAINABILITY GUIDELINES for Exhibitors

### EXHIBITOR AND DECORATOR GUIDE TO REDUCING WASTE

We strive to send as little material as possible to the landfill through recycling, composting and donating left over goods.

#### WHAT YOU CAN DO

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##### REDUCE WASTE

- Use the facility recycling receptacles during move in/out and run of the show.
- Use only products that are recyclable at OCC.
- Minimize packaging.
- Bring only what is anticipated for attendees.
- Provide information on a reusable flash drive or through a QR code.

2

##### SMART EXHIBIT DISPLAY DESIGN

- Create signs and banners that are reusable or that can be recycled.
- Foam core is not allowed, as it cannot be recycled.
- Print handouts on post consumer recycled content paper using soy or vegetable based inks.
- Use energy efficient lighting for displays.
- Turn off booth lighting, monitors, and electronic equipment overnight.

3

##### TRANSPORTATION CONSIDERATIONS

- Use local vendors when possible to reduce transportation impact.
- Use local public transportation, walk or bike when possible. Visit the transit system website at [trimet.org](http://trimet.org).
- Purchase offsets for the environmental footprint from shipping, travel and lodging. Ask us for resources.

### RECYCLING RESULTS



Each year we recycle, compost, and donate over 500,000 pounds of material instead of putting it in a landfill.

### SORTING GUIDE

You may sort and recycle your event material into the following category containers :

- **Corrugated Cardboard/Cardboard Tubes**
- **Film Plastic/Shrink Wrap/Bubble Wrap/Plastic Bags/Sheet Plastic** *(Must be clean and dry. No strapping, paper, or food scraps)*
- **Styrofoam Peanuts**
- **Vinyl Tablecloths** *(no banners)*
- **Lumber/Plywood/Particle Board/Scraps**
- **Scrap Metal**
- **Concrete/Brick/Porcelain/Pavers/Asphalt**
- **Plants/Trees/Soil/Mulch/Flowers**
- **Food Scraps** *(Includes meat, bones, dairy)*
- **Plastic Beverage Bottles/Soda Cans/Paper/Newspapers** *(Must Be Clean)*
- **Glass Bottles/Jars** *(Must Be Clean)*



Please consider your environmental responsibility before printing this document.